



MAGDALEN COLLEGE SCHOOL

FOUNDED IN 1480
BY WILLIAM OF WAYNFLETE

From Human Resources Department

Documents to bring to Interview ACADEMIC and SUPPORT STAFF

The school is required by the Government to ensure that all prospective staff – both teaching and non-teaching – are suitably vetted. This is done via the Disclosure and Barring Service and was previously known as a CRB check. You must bring with you to interview the following original documents (not copies) to prove your identity; these documents will be used, if you are offered the post, when the enhanced DBS clearance application is made. (If you are unsuccessful, your ID will be shredded). We have made this process as simple as possible, but the following documents are mandatory. In total we require a minimum of 3 documents as per the checklist below:

We will need to see at least 1 document from *Group 1: Primary identity documents*

- Passport (any current and valid passport)
- Government Share code (please note Biometric Resident Permits are no longer accepted)
- Current driving licence photocard - (full or provisional)
 - UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
- Birth certificate - issued within 12 months of birth
 - UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
- Adoption certificate (UK and Channel Islands)

Two further documents from either Group 1, or Group 2a, or 2b, below with at least one of the documents showing your current address.

Group 2a: Trusted government documents

- Current driving licence photocard - (full or provisional)
 - All countries outside the UK (excluding Isle of Man and Channel Islands)
- Current driving licence (full or provisional) - paper version if issued before 1998
 - UK, Isle of Man, and Channel Islands
- Birth certificate - issued after time of birth
 - UK, Isle of Man, and Channel Islands
- Marriage/civil partnership certificate (UK and Channel Islands)

Oxford · OX4 1DZ

Telephone 01865 242191

recruitment@mcsoxford.org

www.mcsoxford.org

Registered Company 2106661 Registered Charity 295785



MAGDALEN COLLEGE SCHOOL

FOUNDED IN 1480
BY WILLIAM OF WAYNFLETE

Group 2b: Financial and social history documents

- Mortgage statement (UK) Issued in last 12 months
- Bank or building society statement (UK and Channel Islands) Issued in last 3 months
- Bank or building society statement (Countries outside the UK) Issued in last 3 months - branch must be in the country where the applicant lives and works
- Bank or building society account opening confirmation letter (UK) Issued in last 3 months
- Credit card statement (UK) Issued in last 3 months
- Financial statement, for example pension or endowment (UK) Issued in last 12 months
- P45 or P60 statement (UK and Channel Islands) Issued in last 12 months
- Council Tax statement (UK and Channel Islands) Issued in last 12 months
- Utility bill (UK - not mobile telephone bill) Issued in last 3 months
- Benefit statement, for example Child Benefit, pension (UK) Issued in last 3 months
- Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands) Issued in last 3 months
- EEA National ID card (must be valid)

In addition, you will be required to present originals of degree certificate(s) – or the transcript if you have not yet graduated – plus relevant qualifications and certificates (sports coaches, peripatetic music teachers, etc).

It may be that for some Support Staff roles, a degree is not necessary, but you should be aware that if you claim a degree or equivalent level qualification on your application, you will need to bring the original documents in proof.

We all look forward to meeting you at interview, and wish you good luck during the application process.

Oxford · OX4 1DZ

Telephone 01865 242191

recruitment@mcsoxford.org

www.mcsoxford.org

Registered Company 2106661 Registered Charity 295785